Policies and Procedures: Lost or Missing Children.

I aim to safely supervise children all the time, especially when we go on outings or trips, but in the unlikely event of a child going missing I will ensure that:

- The alarm is immediately raised and a search of the area begins.
- I provide everyone involved in the search with a description of the child, without breaching confidentiality.
- The police are contacted, if the child is not found within a reasonable amount of time dependent on the individual circumstances at the time, e.g. location, age/ability of child.
- I alert the parents of the situation.
- The other children with me are kept safe and constantly reassured as they may be distressed.
- I notify Ofsted, at a minimum, within 14 days of the incident occurring.

I will take every precaution to avoid situations like this happening by ensuring that:

- All children hold hands or pushchairs whilst we are out.
- Children are aware about and understand the dangers of wandering off and talking to strangers.
- Children wear high visibility jackets or bands where I see necessary.
- Children will wear a wrist band containing my contact information when we go on day trips. They are told to show a 'safe' adult this if they can't find me.

Each outing will be risk assessed.

First Written: 30th July 2014 Last updated: 28th September 2018 Signed:

Date Reviewed	Signed

Elytots